

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

August 19, 2015

2:00 p.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 2:15 p.m. by the Chairman.

MINUTES

A motion was made by Mr. Eddy and seconded by Ms. Hall to accept the minutes of the July 10, 2015 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields received a letter from the Town of Mansfield stating that it was unable to fund the request for grant money for the proposed gazebo at Wrights Village. As the Board is aware, it was a challenging budget year for the Town.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the July bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the June Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the July Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

None

General Reports

Mr. Eddy reported that one of the pear trees fell over in a recent storm; that the area by the mailboxes in front of the 500 Building need to be trimmed; and that a car in front of the 500 Building is leaking oil.

COMMITTEE REPORTS

Budget Committee

The committee met on August 6, 2015. Budgets for all housing programs were reviewed.

The committee recommends to the Board a five dollar (\$5.00) rent increase and a five dollar (\$5.00) utility increase for Holinko Estates effective May 1, 2016; and a ten dollar (\$10.00) rent increase for Wrights Village effective January 1, 2016.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the recommendation of the Budget Committee. Motion approved unanimously.

UNFINISHED BUSINESS

Holinko Fire Hydrant Update

The insurance company has agreed to pay for the hydrant replacement (minus the deductible) and approved the quote from Cliff Green and Sons. The hydrant work is being completed today.

Holinko –1D – Eviction – Amy Hallman

The court entered a judgement against her as she did not respond to the summons. She filed to reopen the case, the judge granted it and she did not show to that hearing either. The State Marshal delivered the order to move out by August 8th or her things would be removed. Maintenance removed her remaining things on August 10th and they are being stored for 30 days per the State Marshal. A new tenant has been leased up.

Once all our costs have been established, Ms. Fields will ask Attorney McGrath Ms. Fields to file a claim in small claims court claim and garnish her wages.

Pet Policy

This item was deferred until the next meeting.

New Tenant Commissioner

Ms. Fields stated that no request for an election or nomination was made. The Board can now suggest someone to the Committee on Committees to replace Mr. Eddy as the Tenant Commissioner. Ms. Fields will ask a couple residents if they might be interested in the position.

NEW BUSINESS

Loan Payment from Mansfield Nonprofit Housing Development Corporation (MNHDC)

The MNHDC paid off a loan from Holinko Estates to the Mansfield Housing Authority with the purchased of the South Eagleville property. The amount of the loan was \$5,566. The Housing Authority is responsible for paying that amount back to the Nonprofit. The MNHDC has requested that it be paid back via the management fee earned by the Mansfield Housing Authority for the management of the South Eagleville property.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to use the management fee earned each year under the Property and Asset Management Agreement with the MNHDC as annual payments to MNHDC until such time as the amount is paid in full. Motion approved unanimously.

Capital Needs Assessment

Ms. Fields received the Capital Needs Assessment reports from The Replacement Reserve Report and presented them to the Board for discussion.

Audit

The Audit was completed for CY 2014 and filed with HUD. There were no findings. Ms. Fields provided copies of the audit to the Board for review.

MEETING DATE REVIEW

The next meeting is changed from September 17, 2015 at 9:30 a.m. to September 18 at 1:00 p.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 3:55 p.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman